DOCUMENT RESUME

ED 192 780 IR 008 859

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TITLE Key Competencies. Libraries: Elementary, Junior High, and Senior High.
INSTITUTION Philadelphia School District, Pa. Office of Curriculum and Instruction.
PUB DATE 80
NOTE 27p.

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Elementary School Students; Elementary Secondary Education; Evaluation Criteria; Guidelines; *High School Students; Library Instruction; *Library Skills

ABSTRACT

Essential library skills for students in grades K-12 in the school district of Philadelphia are identified in these competency "blueprints." The guidelines provide a profile for each grade through an outline of the library skills considered essential for students at that level. (SW)

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Office of Curriculum and Instruction

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Key Competencies

LIBRARIES
(Elementary)
(E-LIB)

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Bernard G. Kelner
Associate Superintendent
Curriculum and Instruction

Joan B. Myers
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1980

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AUG 4 1980

THE SCHOOL DISTRICT OF PHILADELPHIA
BOARD OF EDUCATION
21st Street S. of The Parkway
19103

MICHAEL P. MARCASE
Superintendent of Schools

BERNARD G. KELNER
Associate Superintendent
Curriculum and Instruction
Phone: 299-7767

File #200

June 2, 1980

Dear Colleagues:

The School District of Philadelphia is committed to quality education for all its students. In this regard, two recent events are of particular significance: the Board of Education resolution reaffirming the use of mandated curricula and the Superintendent's "Blueprint for Academic Achievement." All schools, unless receiving official approval to do otherwise, are to use the School District's courses of study; all students are to be considered as having high potential.

The "Blueprint" calls for the identification of essential learning for each grade. To assist principals and teachers, the Office of Curriculum and Instruction has prepared "Key Competencies" for the mandated subjects. With each competency are behavioral objectives which can be used to evaluate mastery of the competency. The lists are comprehensive and coded for easy reference. Each publication contains the sequence of competencies for either elementary or secondary subjects thus providing a perspective of learning over a period of time. Copies are being distributed to all personnel directly involved with instruction.

It should be noted that the term *key competency* signifies the opening of the door to learning. In no way should mastery of these competencies be considered the limit of education. The courses of study provide a full array of content and activities. On the other hand, failure to master the key competencies should be a signal for intensive evaluation of the effectiveness of the educational program - a process calling for collaborative effort of school, home, and if need be, community.

A curriculum publication is, by its very nature, always in a state of development. Your review of this document is eagerly sought and your recommendations will be deeply appreciated. Please send your comments to me. I am as close to you as your phone.

With every good wish.

BERNARD G. KELNER
Associate Superintendent
Curriculum and Instruction

BGK/ar

LIBRARIES

Students and teachers learn or teach from more than a single textbook. Individualized instruction and independent study through a variety of approaches and materials are now being stressed by educators. Some individuals learn best through reading, some through hearing, some by seeing, and some by a combination of these methods. The IMC provides access to many materials in many forms, thus giving students the opportunity to select those resources which are uniquely suited to meet their individual needs. The IMC enriches teaching -- and learning -- by providing the wide range of materials and services, the multi-media, that are designed to improve instruction on all levels and in every area of the curriculum.

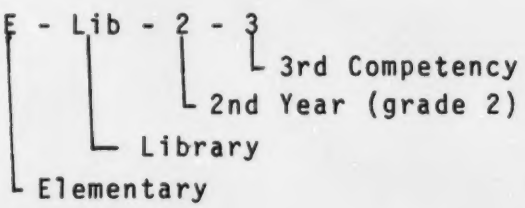
A major goal of the School District of Philadelphia is to develop language skills. The resources and services of the libraries/IMC's are totally committed to the support of the School District's efforts to improve reading.

The range of the library program extends from kindergarten through the twelfth grade.

This booklet will treat the competencies in the elementary program (kindergarten through grade six).

The following coding system was used to designate the competencies:

Example:



01 - Student Outcome 1

02 - Student Outcome 2

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Note: The following courses are given in the elementary program:

E - Lib - K - Kindergarten
E - Lib - 1 - 1st Year
E - Lib - 2 - 2nd Year
E - Lib - 3 - 3rd Year
E - Lib - 4 - 4th Year
E - Lib - 5 - 5th Year
E - Lib - 6 - 6th Year

For further information regarding libraries, its curriculum and services, please refer to Curriculum Means Service or contact:

Mrs. Joan B. Myers, Director
Division of Libraries
Pedagogical Library
Administration Building
Parkway at 21st St. - Rm. 301
Philadelphia, PA 19103

Phone: 299-7783

Library
(E-LIB-K)

Key Competencies

Grade K

E-LIB-K-1 STUDENTS WILL LOCATE BOOKS IN THE LIBRARY:

01. Locate easy books.

Library
(E-LIB-1)

Key Competencies

Grade 1

E-LIB-1-1 STUDENTS WILL SHOW AN UNDERSTANDING OF HOW BOOKS ARE CIRCULATED:

01. Check out books.

02. Return books.

E-LIB-1-2 STUDENTS WILL BE ABLE TO IDENTIFY ITEMS ON THE TITLE PAGE OF A BOOK:

01. Identify the author.

02. Identify the title.

03. Identify the publisher.

E-LIB-1-3 STUDENTS WILL LOCATE BOOKS IN LIBRARY:

01. Locate easy fiction books.

02. Locate easy non-fiction books.

Library
(E-LIB-2)

Key Competencies

Grade 2

E-LIB-2-1 STUDENTS WILL DEMONSTRATE A KNOWLEDGE OF ALPHABET AND NUMBER SEQUENCE:

01. Understand alphabetical arrangement of easy fiction books.

02. Understand numerical arrangement of easy non-fiction books.

Library
(E-LIB-3

Key Competencies

Grade 3

E-LIB-3-1 STUDENTS WILL LOCATE SPECIAL SECTIONS OF BOOKS IN LIBRARIES:

01. Locate fairy tales.

02. Locate biography.

03. Locate poetry.

04. Locate science.

E-LIB -3-2 STUDENTS WILL IDENTIFY ITEMS ON THE TITLE PAGE OF A BOOK:

01. Locate the author.

02. Locate the title.

03. Locate the publisher.

04. Locate the illustrator.

Library
(E-LIB-4)

Key Competencies

Grade 4

E - LIB-4-1 STUDENTS WILL LOCATE BASIC REFERENCE BOOKS IN LIBRARY:

01. Locate encyclopedias.

02. Locate atlases.

03. Locate almanacs.

04. Locate dictionaries.

E- LIB-4-2 STUDENTS WILL LEARN THE ALPHABETICAL ARRANGEMENT OF THE CARD CATALOG:

01. Arrange sample set of cards.

E-LIB-4-3 STUDENTS WILL DEMONSTRATE A KNOWLEDGE OF THE CARD CATALOG:

01. Identify author card.

02. Identify title card.

03. Identify subject card.

E-LIB-4-4 STUDENTS WILL IDENTIFY AND LOCATE MAJOR COMPONENTS ON CATALOG CARD:

01. Identify and locate call number.

02. Identify and locate author.

03. Identify and locate title.

04. Identify and locate subject.

E-LIB-4-5 STUDENTS WILL RELATE THE CALL NUMBER ON THE CARD TO THE LETTERS ON THE BOOK SPINE:

01. Find call number on card catalog and locate book on shelf.

E-LIB-4-6 STUDENTS WILL DEMONSTRATE A KNOWLEDGE OF "GUIDE" CARDS:

01. Locate inside guide cards.

0?. Locate guide cards.

Library
(E-LIB-5)

Key Competencies

Grade 5

E-LIB-5-1 STUDENTS WILL LOCATE AND USE REFERENCE MATERIALS:

01. Locate and demonstrate a knowledge of general encyclopedias.

02. Locate and use various kinds of atlases.

03. Locate and use maps.

04. Locate and use globes.

E-LIB-5-2 STUDENTS WILL LOCATE AND USE VARIOUS AND SPECIALIZED DICTIONARIES:

01. Locate and use unabridged dictionaries.

02. Locate and use biographical dictionaries.

03. Locate and use geographical dictionaries.

E-LIB-5-3 STUDENTS WILL SHOW AN UNDERSTANDING OF THE CALL NUMBER OF INDIVIDUAL BIOGRAPHIES:

01. Locate individual biographies.

E-LIB-5-4 STUDENTS WILL LOCATE SPECIAL REFERENCE BOOKS IN LIBRARY:

01. Locate costume books.

02. Locate holiday books.

03. Locate books of quotations.

E-LIB-5-5 STUDENTS WILL RELATE THE CALL NUMBER ON THE CATALOG CARD TO THE DEWEY DECIMAL SYSTEM ARRANGEMENT OF THE SHELVES:

01. Locate books on shelf from card catalog.

E-LIB-5-6 STUDENTS WILL LEARN THE MEANING OF "CROSS REFERENCING" IN THE CARD CATALOG:

01. Identify and use "see" cards.

02. Identify and use "see also" cards.

E-LIB-5-7 STUDENTS WILL MAKE A SIMPLIFIED BIBLIOGRAPHY OF LIBRARY RESOURCES USED:

01. Cite author.

02. Cite title.

03. Cite publisher

E-LIB-5-8 STUDENTS WILL USE CURRENT MAGAZINES AS REFERENCE MATERIALS:

01. Use magazines for gathering information.

Library
(E-LIB-6)

Key Competencies

Grade 6

E-LIB-6-1 STUDENTS WILL DEMONSTRATE A KNOWLEDGE OF THE DEWEY DECIMAL NUMBERING SYSTEM OF CLASSIFICATION:

01. Read decimals in the call number.

E-LIB-6-2 STUDENTS WILL COMPLETE A RESEARCH PAPER UTILIZING ALL LIBRARY RESOURCES:

01. Use a variety of sources to develop a research paper.

E-LIB-6-3 STUDENTS WILL PREPARE A BIBLIOGRAPHY OF LIBRARY RESOURCES USED:

01. Cite author.

02. Cite title.

03. Cite publisher.

04. Cite date.

E-LIB-6-4 STUDENTS WILL RELATE THE CALL NUMBER ON THE CATALOG CARD TO THE DEWEY DECIMAL SYSTEM ARRANGEMENT OF THE SHELVES:

01. Look up book in card catalog and find book on shelf.

E-LIB-6-5 STUDENTS WILL LEARN THE MEANING OF "CROSS REFERENCING" IN THE CARD CATALOG:

01. Identify and use "see" cards.

02. Identify and use "see also" cards.

Library
(E-LIB-6)

E-LIB-6-6 STUDENTS WILL IDENTIFY PARTS OF THE BOOK:

01. Identify preface.
02. Identify foreword.
03. Identify footnotes.
04. Identify chapter headings.
05. Identify bibliography.
06. Identify glossary.
07. Identify appendices of book.

The School District of Philadelphia

Office of Curriculum and Instruction

Division of Libraries

Key Competencies

LIBRARIES
(Junior High)
(J-Lib)

and

LIBRARIES
(Senior High)
(S-Lib)

Bernard G. Kelner
Associate Superintendent
Curriculum and Instruction

Joan B. Myers
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The range of the library program extends from kindergarten through the twelfth grade.

This booklet will treat the competencies in the secondary program (grades seven through twelve).

The following system was used to designate the competencies:

Example A:

J - Lib - 7 - 3
- 3rd Competency
- 7th Year
- Library
- Junior High

01 - Student Outcome 1
02 - Student Outcome 2
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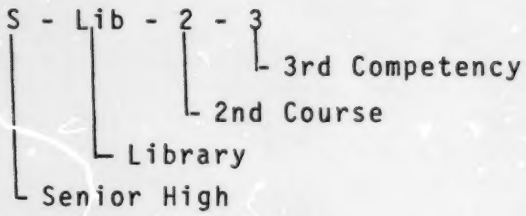
Example B:



01 - Student Outcome 1

02 - Student Outcome 2

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Note: The following courses are given in the secondary program:

J - Lib - 7 - 7th year
J - Lib - 8 - 8th year
S - Lib - 1 - 9th year
S - Lib - 2 - 10th year
S - Lib - 3 - 11th year
S - Lib - 4 - 12th year

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Mrs. Joan B. Myers, Director
Division of Libraries
Pedagogical Library
Administration Building
Parkway at 21st St. - Rm. 301
Philadelphia, PA 19103

Phone: 299-7783

Library
(J-LIB-7)

Key Competencies

Grade 7

J-LIB-7-1 STUDENTS WILL LOCATE AND USE SPECIAL REFERENCE BOOKS IN THE SOCIAL STUDIES:

01. Locate and use atlases.

02. Locate and use gazetteers.

03. Locate and use almanacs.

04. Locate and use yearbooks.

J-LIB-7-2 STUDENTS WILL LOCATE AND USE SPECIFIC MATERIALS IN THE SOCIAL STUDIES:

01. Locate and use materials in the 300's.

02. Locate and use materials in the 900's.

03. Locate and use biographies.

04. Locate and use historical fiction.

J-LIB-7-3 STUDENTS WILL DEMONSTRATE A KNOWLEDGE OF CARD CATALOG:

01. Locate specific titles.

02. Locate specific authors.

03. Locate specific subjects.

J-LIB-7-4 STUDENTS WILL LOCATE NON-BOOK REFERENCE MATERIALS IN THE LIBRARY:

01. Locate audio-visual materials.

02. Locate vertical file materials.

J-LIB-7-5 STUDENTS WILL DEMONSTRATE A KNOWLEDGE OF THE POSITION OF AND COMPOSITION OF THE CALL NUMBER ON THE CATALOG CARD:

01. Understand the Dewey Number.

02. Understand the author letters.

J-LIB-7-6 STUDENTS WILL COMPLETE A RESEARCH PAPER UTILIZING ALL LIBRARY RESOURCES:

01. Use a variety of sources to develop a research paper.

J-LIB-7-7 STUDENTS WILL PREPARE A BIBLIOGRAPHY OF LIBRARY RESOURCES USED:

01. Cite author.

02. Cite title.

03. Cite publisher.

04. Cite date.

Library
(J-LIB-8)

Key Competencies

Grade 8

J-LIB-8-1 STUDENTS WILL LOCATE AND USE SPECIAL REFERENCE BOOKS AND MATERIALS IN SCIENCE:

01. Locate science encyclopedias.

02. Locate science dictionaries.

03. Locate field guides.

J-LIB-8-2 STUDENTS WILL LOCATE AND USE SPECIFIC MATERIALS IN THE SCIENCE COLLECTION:

01. Locate materials in the 500's.

02. Locate materials in the 600's.

J-LIB-8-3 STUDENTS WILL DEMONSTRATE A KNOWLEDGE OF CARD CATALOG:

01. Locate specific titles.

02. Locate specific authors.

03. Locate specific subjects.

J-LIB-8-4 STUDENTS WILL DEMONSTRATE A KNOWLEDGE OF THE POSITION OF AND COMPOSITION OF THE CALL NUMBER ON THE CATALOG CARD:

01. Show understanding of the Dewey Number.

02. Show understand of the author letters.

J-LIB-8-5 STUDENTS WILL LOCATE NON-BOOK REFERENCE MATERIALS IN THE LIBRARY:

01. Locate audio-visual materials.

02. Locate vertical file materials.

J-LIB-8-6 STUDENTS WILL COMPLETE A RESEARCH PAPER UTILIZING ALL LIBRARY RESOURCES.

01. Use a variety of sources to develop a research paper.

Library
(S-LIB-1)

Key Competencies

GRADE 9

S-LIB-1-1 STUDENTS WILL LOCATE AND USE SPECIALIZED REFERENCE BOOKS IN LANGUAGE ARTS:

01. Locate and use books of quotations.

02. Locate and use anthologies.

03. Locate and use dictionaries of authors.

04. Locate and use unabridged dictionaries.

05. Locate and use thesauruses.

06. Locate rhyming dictionaries.

07. Locate and use synonym dictionaries.

08. Locate and use etymologies.

09. Locate and use literature handbook.

S-LIB-1-2 STUDENTS WILL LOCATE AND USE SPECIALIZED INDEXES:

01. Locate and use Readers' Guides to Periodicals.

02. Locate indexes to poetry.

03. Locate and use short story indexes.

04. Locate and use play indexes.

S-LIB-1-3 STUDENTS WILL DEMONSTRATE A KNOWLEDGE OF CARD CATALOG:

01. Locate specific titles.

02. Locate specific authors.

03. Locate specific subjects.

S-LIB-1-4 STUDENTS WILL DEMONSTRATE A KNOWLEDGE OF THE POSITION OF AND COMPOSITION OF THE CALL NUMBER ON THE CATALOG CARD:

01. Showunderstanding of the Dewey Number.

02. Show understanding of the author letters.

S-LIB-1-5 STUDENTS WILL LOCATE NON-BOOK REFERENCE MATERIALS IN THE LIBRARY:

01. Locate audio-visual materials.

02. Locate vertical file materials.

S-LIB-1-6 STUDENTS WILL COMPLETE A RESEARCH PAPER UTILIZING ALL LIBRARY RESOURCES:

01. Use a variety of resources to develop a resource paper.

S-LIB-1-7 STUDENTS WILL PREPARE A BIBLIOGRAPHY OF LIBRARY RESOURCES USED:

01. Cite author.

02. Cite title.

03. Cite publisher.

04. Cite date.

Library
(S-LIB-2)
Key Competencies

GRADE 10

S-LIB-2-1 LOCATE AND USE HIGHLY SPECIALIZED REFERENCE BOOKS RELATED TO ALL AREAS OF CURRICULUM:

01. Locate and use statistical yearbooks.
02. Locate and use books of quotations.
03. Locate and use manuals.
04. Locate and use special indexes to literature.
05. Locate and use special reference books in history.
06. Locate and use special reference books in science.
07. Locate and use special reference books in music.
08. Locate and use special reference books in business education.
09. Locate and use special reference books in vocational education.

S-LIB-2-2 STUDENTS WILL COMPLETE A RESEARCH PAPER UTILIZING ALL LIBRARY RESOURCES:

01. Use a variety of resources to develop a research paper.

S-LIB-2-3 STUDENTS WILL PREPARE A BIBLIOGRAPHY OF ALL MATERIALS USED:

01. Cite author.
02. Cite title.
03. Cite publisher.
04. Cite date.

Library
(S-LIB-3)

Key Competencies

GRADE 11

S-LIB-3-1 LOCATE AND USE HIGHLY SPECIALIZED REFERENCE BOOKS RELATED TO ALL AREAS OF CURRICULUM:

01. Locate and use statistical yearbooks.

02. Locate and use books of quotations.

03. Locate and use manuals.

04. Locate and use special indexes to literature.

05. Locate and use special reference books in history.

06. Locate and use special reference books in science.

07. Locate and use special reference books in music.

08. Locate and use special reference books in business education.

09. Locate and use special reference books in vocational education.

S-LIB-3-2 STUDENTS WILL COMPLETE A RESEARCH PAPER UTILIZING ALL LIBRARY RESOURCES:

01. Use a variety of resources to develop a research paper.

S-LIB-3-3 STUDENTS WILL PREPARE A BIBLIOGRAPHY OF ALL MATERIALS USED:

01. Cite author.

02. Cite title.

03. Cite publisher.

04. Cite date.

Library
(S-LIB-4)

Key Competencies

GRADE 12

S-LIB-4-1 LOCATE AND USE HIGHLY SPECIALIZED REFERENCE BOOKS RELATED TO ALL AREAS OF CURRICULUM:

01. Locate and use statistical yearbooks.

02. Locate and use books of quotations.

03. Locate and use manuals.

04. Locate and use special indexes to literature.

05. Locate and use special reference books in history.

06. Locate and use special reference books in science.

07. Locate and use special reference books in music.

08. Locate and use special reference books in business education.

09. Locate and use special reference books in vocational education

S-LIB-4-2 STUDENTS WILL COMPLETE A RESEARCH PAPER UTILIZING ALL LIBRARY RESOURCES:

01. Use a variety of resources to develop a research paper.

S-LIB-4-3. STUDENTS WILL PREPARE A BIBLIOGRAPHY OF ALL MATERIALS USED:

01. Cite author.

02. Cite title.

03. Cite publisher.

04. Cite date.